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17 FEB 1981

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Plans and Programs Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

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FROM:
Executive Officer, OL

SUBJECT: Information Requested from New DDA - Mr. Max Hugel

1. At the DDA staff meeting on 17 February, Mr. Hugel tasked the DDA office directors to prepare short, concise briefing papers addressing the following questions. Our response is required by noon, 18 February.

- a. How can we streamline our efforts and save money?
- b. Briefly describe areas of problems and of needs.

2. Informal discussion this morning in the front office concluded that much of OL's streamlining would lead to a reduction or elimination of certain of our functions in order to save money. Passing on costs to the customer is not the answer. We are already faced with a lack of funds in fiscal years 80, 81, 82, and probably 83 to procure furniture. Monies for space renovation have been cut out in FY-81. In terms of budget, we probably have less spendable dollars in FY-80 than we had in FY-79. We will review DD/L's defense of the FY-82 budget before the OMB examiner and see what can be gleaned from this presentation. We might look at our FY Minimum budgets and see where we proposed cuts and see if this in any way relates to streamlining. It certainly defines one area of problem and of need. We have no specific suggestions or guidance and ask that you think about these questions and give us your best shot.

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